



**CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
December 2011**



AF LINK:

[http://www.bragg.army.mil/
Organizations/TENANT-UNITS/
Civilian-Personnel-Advisory/
Home.aspx](http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx)

NAF LINK:

[http://www.bragg.army.mil/
Organizations/Tenant-Units/Civilian-
Personnel-Advisory/NAF/
AF_home.aspx](http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx)

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ARMY CIVILIAN CORPS CREED

**Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Director, Diann Batts**



**IS COMING YOUR WAY
JANUARY 2012.**



OPEN SEASON IS HERE!

Federal Employees Open Season

began on
Monday, November 14, 2011
and runs through
Monday, December 12, 2011.



USA STAFFING RECRUITING TOOL

USA Staffing (USAS) will become the new recruitment tool for Army positions at Fort Bragg beginning February 2012. The current recruitment system RESUMIX will no longer be used to recruit after late April 2012 once the Army-wide transition to USAS is complete.

Applicants will be able to apply for positions on the USAJOBS website at www.usajobs.gov. The USAS and RESUMIX systems are uniquely different automated tools; therefore, the application process will change significantly.

Training sessions are being conducted at the Fort Bragg CPAC. Sessions will be held on the 14th and 28th of December 2011 and the 11th and 25th of January 2012. Please call 910-396-8905 if you are interested in attending one of these sessions.



DID YOU KNOW!

Federal Employee Group Life Insurance (FEGLI): Announces New FEGLI Premiums

The Office of Personnel Management (OPM) is announcing changes in premiums for certain Federal Employees' Group Life Insurance (FEGLI) categories. These include changes to premiums for Option B (most age bands), Option C (all age bands), and Post-Retirement Basic Insurance (for annuitants only).

OPM has completed a study of funding and claims experience within the FEGLI Program. Based on this updated actuarial analysis of actual claims experience, OPM has determined that changes are required to Option B, Option C, and Post-Retirement Basic premiums.

To look at the new FEGLI premium charts, please visit:
<http://www.opm.gov/insure/life/rates/index.asp>

HOLIDAY SAFETY TIPS!

“Santa Claus” Back

You may wind up with an aching “Santa Claus” back this holiday season, due in part to carrying heavy packages, hiding said packages in hard-to-reach hiding places, or hauling holiday decorations down from the attic. There is a marked increase in the back-pain–related visits to chiropractors during December and January.

To decrease your risk, distribute the weight evenly between both arms when you are carrying heavy bags. **Carry heavy packages on your back if you can**, as professional movers do. Lift heavy objects off the ground using your legs for power (not by bending over, which will strain your back). Also, when you are lifting those heavy packages, keep your back straight—avoid twisting your body—and hold the object close to your body to prevent slipped discs or other back problems. In the event that you do strain a muscle, lie down with a warm moist towel over the ache to provide relief.

Decorating Dangers

If you want to avoid a trip to the emergency room (or worse) this holiday season, don’t use unsteady surfaces such as ladders, chairs, etc. to give yourself a “boost” while decorating. Many folks find themselves falling from roofs and unsteady surfaces that they are either decorating, or used in an effort to decorate. The Centers for Disease Control and Prevention (CDC) estimates that these falls account for 5,800 visits to Emergency Room’s between December 1 and January 31 every year; ranging in severity from cuts and bruises to fractures and hospitalizations. It’s not just falling off ladders and roofs; many falls are caused by tripping over tree skirts and ornaments.

Use a little wisdom--don't drink and decorate, advises the American Academy of Orthopedic Surgeons. Save the eggnog for after Rudolph and Santa are securely attached to the roof. Before climbing, inspect ladders for loose hinges and clean off any mud or debris that could cause you to slip. Stand on step stools or stepladders, not chairs, to hang decorations, and always have someone nearby to help steady your base. (Note: Step in and steady a ladder or platform without being asked. A disproportionate number of injuries occur because the victim did not ask for help.)

Gift-Related Tripping

Just because you were able to hide that 47” or 55” flat-screen TV without injuring your back, make sure you get it under the tree without injuring your knees or dropping it on your foot or feet.

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HOLIDAY SAFETY TIPS!



Gift-Related Tripping

Just because you were able to hide that 47” or 55” flat-screen TV without injuring your back, make sure you get it under the tree without injuring your knees or dropping it on your foot/feet. According to a study published earlier this year in the *American Journal of Preventive Medicine*, [injuries related to dropping, tripping over, or running into televisions and computers](#) have increased 732 percent over the past 13 years. Electronics are still a hot gift item, so please take a few extra precautions on how to avoid the emergency room this holiday season.

Think small. With all things remaining equal, you’ll probably do less damage to your extremities if you drop a laptop or smaller television—a bonus is they also use less energy, which is good for the planet (flat screens smaller than 27 inches use the least amount). Make sure everything is set up before you give the “little people” full run of the area, and take the time to make sure everything's secured and cords are out of the way. Kids under 5 are at most risk of these injuries because they climb on CPU units and pull on cords attached to components.

Christmas Tree Safety

The National Fire Protection Agency estimates that between 2003 and 2007, fire departments responded to 170 fires that started with faulty holiday-light wiring. Of those, 21 percent started with lights on Christmas trees, both the [natural and artificial types](#). Christmas-tree fires can be serious; on average, one out of every 134 home fires results in death, yet one out of 18 Christmas tree–related fires results in a death.

Ensure that your real tree is well watered, as it is less likely to ignite than a dry tree. A well-watered tree will also burn more slowly, according to the National Fire Protection Agency, than a dry tree if it catches fire. Check for worn or broken cords and loose bulb connections prior to stringing your lights. Don't connect more than three strands of lights together, or plug more than that into a single outlet. Opt for [LED lights](#), which use less energy and put out less heat. Don't leave Christmas tree unattended if it is lit up.

Civilian Human Resources Agency (CHRA) Civilian Personnel Advisory Center Training Schedule

Date	Course	Target	Time and Location	Enrollment Info
6 Dec 2011	Personnel Coordinators	Supervisors	1300 – 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
7 Dec 2011	Developing Employees	Supervisors	1330-1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
14 Dec 2011	Converting from RESUMIX to USA Staffing	Prospective/ current Federal Employees	0930-1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
28 Dec 2011	Converting from RESUMIX to USA Staffing	Prospective/ current Federal Employees	0930-1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
10 Jan 2012	TAPES	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
11 Jan 2012	Converting from RESUMIX to USA Staffing	Prospective/ current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
12 Jan 2012	MER Do's and Don'ts	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8905

For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp

Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

Apply for Courses

Select FY 2010 or FY 2011 and Select region (0106 - CHRA - South Central). Use the Drop Down to find course and Select course (like HR for Supervisors) Select Location, desired date, and course. Submit the Application Your supervisor will receive an email to approve/disapprove course enrollment.

ARMY CIVILIAN CORPS CREED

I am an Army Civilian – a member of the Army Team.

I am dedicated to our Army, our Soldiers

And Civilians. I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the

United States and consider it an honor to serve our

Nation and our Army.

I live the Army values of Loyalty, Duty, Respect,

Selfless Service, Honor, Integrity, and Personal Courage.

I am an Army Civilian.

